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United States Department of Agriculture,

OFFICE OF THE SECRETARY.

[1905.—Department Circular No. 1.]

WASHINGTON, D. C., *March 8, 1905.*

TO THE OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE:

The following instructions, which have been approved by the Comptroller of the Treasury, are issued for the guidance of those employees of this Department who are charged with the preparation, certification, or payment of salary accounts, paid from lump sum appropriations:

1. When the compensation of an employee is increased or diminished for service in the same employment and under the same appropriation, he is entitled to one thirtieth of the monthly pay or monthly instalment of the annual pay for each day's service at each rate of pay, exclusive of the thirty-first day of a thirty-one day month.

Example: An employee is employed at a salary of \$1800.00 per annum from October 1 to 3 inclusive, he is then employed at a salary of \$1600.00 per annum from October 4 to 7 inclusive, and is restored to a salary of \$1800.00 per annum on October 8. The person should be paid for four days at \$1600.00 per annum, and twenty-six days at \$1800.00 per annum.

2. Where an employee is on leave without pay during a part of a month, one-thirtieth of the monthly pay or monthly instalment of annual pay should be deducted for each day's absence, including the thirty-first day of a thirty-one day month.

Example: An employee was absent on leave without pay from October 1 to October 18, inclusive, and worked from October 19 to October 31, inclusive. He should be paid for twelve days only.

3. An employee who is absent without pay on the thirty-first day of a thirty-one day month is entitled to pay for twenty-nine days only. If absent two days, he is entitled to twenty-eight days' pay only. If he works ten days, he is entitled to nine days' pay only. If he works only one day, he is not entitled to any pay—that is, an employee should be charged with one-thirtieth of the monthly instalment for each day's absence without pay.

4. An employee who enters the service on a day other than the first day of the month, or who resigns to take effect other than the last day of the month, will be paid one-thirtieth of the monthly instalment for each day of actual service.

5. For the month of February employees who serve during the whole of the month will receive the full monthly salary, or one-twelfth of the annual salary.

6. An employee serving fifteen days in the month of February at one compensation and promoted to take effect on the 16th day of February, with the same employment, to be paid from the same appropriation, and who serves the remainder of February, will be paid one-half month's pay at each rate.

7. An employee who served the first twenty days in February at a certain rate and was promoted to become effective the twenty-first of February, to be paid from the same appropriation and who has the same work, will, if he serve the remaining days of the month, be paid twenty-thirtieths of one month's instalment at the first rate, and ten-thirtieths of one month's instalment at the second rate.

8. When the service of an employee continues throughout the month, but he is transferred from one roll to another, paid from another appropriation at different rates, and is engaged upon other work, the service will be regarded as continuous and the employee will be paid as many thirtieths of one month's instalment under the first appointment as he serves days, and as many thirtieths of one month's instalment under the new appointment as he serves days.

9. An employee who is absent without pay one day in the month of February will be paid for twenty-nine days. If absent two days, he will be paid for twenty-eight days—that is, the employee will be charged one-thirtieth of the monthly instalment for each day's absence without pay.

10. An employee who resigns to take effect on the 15th day of February, and who is appointed with a change of designation on the same work, paid the same compensation from the same appropriation, and who renders service under the new appointment for the remainder of February, will be paid the full month's salary.



Secretary.



United States Department of Agriculture,

OFFICE OF THE SECRETARY.

[1905.—Department Circular No. 2.]

WASHINGTON, D. C., April 15, 1905.

TO THE OFFICERS AND EMPLOYEES OF THE DEPARTMENT OF AGRICULTURE.

For your information and guidance in the duties of your respective positions in the Department, I direct your attention to the following executive orders, etc., issued by the President and to the Civil Service Rules. It is very necessary that strict attention and observance be paid to the conditions and limitations of employment, especially with regard to laborers, as therein set forth, and note should be made of the instruction of the President to the Secretary of the Treasury, as follows:

I have recently issued orders classifying all laborers who have been doing classified work. Registers of laborers had been established * * * and the auditors will take note that where any man is appointed save from these registers he is illegally appointed and is not entitled to receive any salary.

It is very necessary that the Chiefs of the several Bureaus, Divisions, and Sections of the Department permit no person to enter upon any duties or work under their control until the person has received an appointment from the Secretary, and I have strictly charged the Appointment Clerk to present no appointment to me or to the Acting Secretary for signature except it be made in strict accordance with the orders of the President and the Rules of the Classified Civil Service and is initialed by him.

EXECUTIVE ORDER.

No person shall be appointed or employed in any Executive Department or Office for the performance of any service of the character performed by classified employees except in accordance with the provisions of the civil-service rules; and before making any appointment or employment for service with respect to which there may be reasonable doubt as to the requirement of examination the head of the Department or Office shall confer with the Civil Service Commission for the purpose of determining whether examination is required, and when such conference does not result in agreement the case shall be presented to the Attorney-General for his opinion.

THEODORE ROOSEVELT.

THE WHITE HOUSE, November 29, 1904.

EXECUTIVE ORDER.

Laborers in the Executive Departments and Offices in Washington, who were reported in the lists furnished by the Departments to the Civil Service Commission in 1902, in compliance with section 3, Civil-Service Rule XII, as amended January 23, 1902, whose principal duties were at that time and are

now of the grade performed by classified employees, will be regarded as classified laborers in the positions occupied by them on the date of this order and may be promoted to clerical grade, or be transferred, in the manner provided by the civil-service rules and regulations.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *January 12, 1905.*

FROM ACT MAKING APPROPRIATIONS FOR THE DEPARTMENT OF AGRICULTURE FOR
THE FISCAL YEAR ENDING JUNE 30, 1906.

All classified laborers whose positions are transferred from the lump funds to the statutory rolls are hereby placed in the classified service without further examination in the grades and at the rates of compensation herein provided.

Approved, March 3, 1905.

EXECUTIVE ORDER.

Laborers classified as clerks shall not receive further increase of compensation without examination and certification under the regulations governing promotion from the subclerical to the clerical grade.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *March 11, 1905.*

EXECUTIVE ORDER.

On January 12, 1905, I directed the classification of certain laborers in the Departments at Washington whose principal duties were of a classified character. These were laborers who had been doing classified work since 1902, when regulations were issued for the appointment of laborers by competitive tests. It now appears from reports made by the heads of Departments that since these regulations were made a considerable number of laborers have been assigned to classified work. With the view that *hereafter under no circumstances whatever shall any unclassified laborer be assigned to classified work*, I direct that the additional laborers referred to as shown in reports already made to the Civil Service Commission be regarded as classified in the positions occupied by them on the date of this order, and that they may be promoted to the clerical grade or transferred in the manner provided by the civil-service rules and regulations. Laborers who, in connection with their usual duties, are to perform work of the grade performed by classified employees, shall be appointed upon certificate by the Commission from appropriate registers of eligibles in the manner provided by the civil-service rules.

THEODORE ROOSEVELT.

THE WHITE HOUSE, *March 30, 1905.*

Attention is particularly invited to two provisions of the order:

(1) Under no circumstances whatever shall any unclassified laborer be assigned to classified work.

(2) Laborers who, in connection with their usual duties, are to perform work of the grade performed by classified employees, shall be appointed upon certificate by the Commission from appropriate registers of eligibles in the manner provided by the civil-service rules.

THE WHITE HOUSE,
Washington, March 30, 1905.

To the SECRETARY OF THE TREASURY :

I have recently issued orders classifying all laborers who have been doing classified work. Registers of laborers had been established and it was ordered that all unclassified laborers should be appointed from those registers. Heads

of Departments, Bureaus, and Offices are of course explicitly prohibited from hereafter appointing any laborer except from these registers, where such registers have been established, and the Auditors will take note that where any man is appointed save from these registers he is illegally appointed and is not entitled to receive any salary.

Please call the attention of the Auditors of the several Departments to the above.

THEODORE ROOSEVELT.

CIVIL-SERVICE RULE II, SECTION 5.

Laborers who, in connection with their usual duties, are to perform work of the grade performed by classified employees, shall be appointed upon certification by the Commission from appropriate registers of eligibles in the manner provided by these rules; and a person employed merely as a laborer or workman without examination under these rules shall not be assigned to work of the grade performed by classified employees.

CIVIL-SERVICE RULE XII, SECTION 3.

Any person in the executive civil service who shall willfully violate any of the provisions of the civil-service act or of these rules shall be removed from the service.

Copies of the Civil Service act, rules and regulations, and Manual of Examinations may be obtained from the Civil Service Commission.

A cursive signature of "James Wilson" in black ink.

Secretary of Agriculture.



United States Department of Agriculture,

OFFICE OF THE SECRETARY.

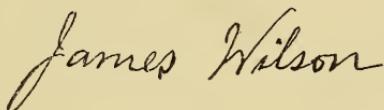
[1905.—Department Circular No. 3.]

WASHINGTON, D. C., *May 8, 1905.*

TO THE OFFICERS AND EMPLOYEES
OF THE DEPARTMENT OF AGRICULTURE.

Hereafter when any employee of the Department makes any new and useful discovery or invention of any machine, device, or process connected with the work of the Department, through the expenditure of Government time and Government money, you are directed to cause a patent to be applied for on the said discovery or invention, through the Law Officer of the Department. The patent will be taken out in the name of the inventor, without any expense to him, and will allow to any citizen of the United States the use of the patented article or process without payments of royalty.

All employees of this Department are prohibited from patenting any device or process or discovery connected with the work of the Department except in the manner above described.



Secretary of Agriculture.

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United States Department of Agriculture,

OFFICE OF THE SECRETARY.

[1905.—Department Circular No. 4.]

WASHINGTON, D. C., September 25, 1905.

TO OFFICERS AND EMPLOYEES
OF THE DEPARTMENT OF AGRICULTURE.

The following regulations are promulgated for your guidance.

Regulation I.—No officer or employee of the Department who is in a position, either to influence the award of a contract with the Department, or to cause purchases of supplies to be made for the Department, shall be interested in any firm, company, or corporation doing business with the Department.

Regulation II.—Officers or employees who are engaged upon investigations of special industries for the Department shall not be connected with, or interested in, any firm, company, or corporation whose scope of business includes the industry which the officer or employee is investigating for the Department; and an officer or employee engaged upon the above described work shall in no case allow his name, his work, or his connection with the Department to be used in promoting, or exploiting, or selling stock in, any firm, company, or corporation, the scope of whose business includes the special industry which such officer or employee is investigating for the Department.

Regulation III.—No officer or employee shall perform or be engaged upon work for private firms, companies, corporations, or institutions without the written consent of the Secretary, first had and obtained through the Chief of the Bureau, Office, or Division in which said officer or employee serves.

The purpose of this regulation is not to prevent officers and employees of the Department from performing proper work, outside of office hours, which does not interfere with or hamper work for the Department, but is designed to afford the Secretary an opportunity to pass upon the kind and quantity of outside work which may be permitted in order that such work shall not impair the usefulness of such officers or employees to the Government.

JAMES WILSON,
Secretary.





United States Department of Agriculture,

OFFICE OF THE SECRETARY.

[1905—Amendment to Department Circular No. 4.]

WASHINGTON, D. C., *October 20, 1905.*

TO CHIEFS OF BUREAUS,
OFFICES, AND DIVISIONS:

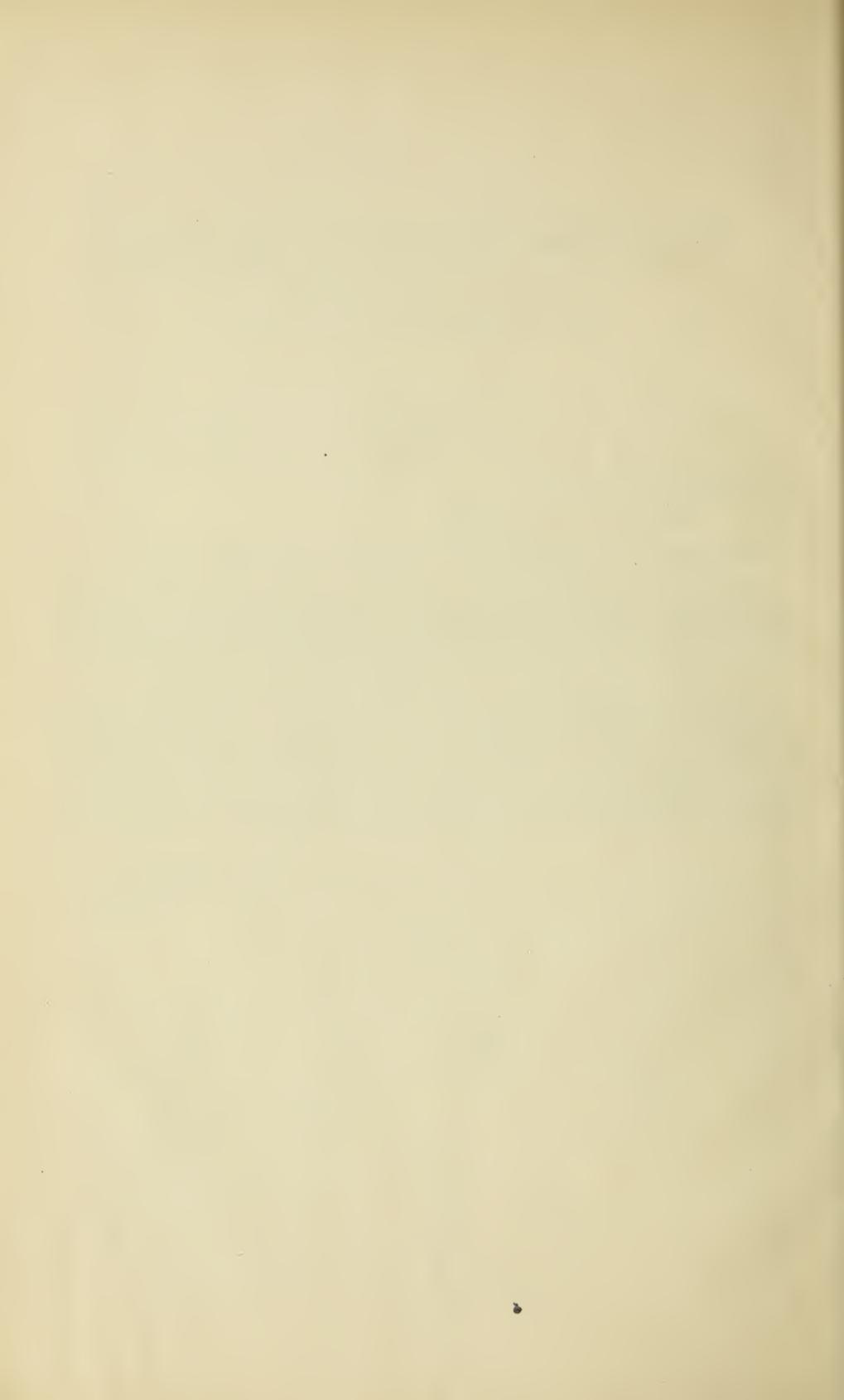
Regulation III of Department Circular No. 4 prescribes that—

No officer or employee shall perform or be engaged upon work for private firms, companies, corporations, or institutions without the written consent of the Secretary first had and obtained through the Chief of the Bureau, Office, or Division in which said officer or employee serves.

It is hereby ordered that before transmitting to the Secretary for his consideration the written application of an employee or officer for permission to engage in or continue any nonofficial occupation, the Chief of the Bureau, Division, or Office shall indorse upon said application his recommendation in the premises, whether of approval or disapproval.

JAMES WILSON,
Secretary.

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United States Department of Agriculture,

OFFICE OF THE SECRETARY

[1905.—Department Circular No. 5.]

WASHINGTON, D. C., *October 12, 1905.*

**TO OFFICERS AND EMPLOYEES
OF THE DEPARTMENT OF AGRICULTURE:**

Officers and employees of the Department of Agriculture are held responsible and accountable for all books, periodicals, and papers drawn by them from the Department Library. The rules of the Library as to time and method of withdrawals shall be followed closely. The Librarian is instructed to report to the Disbursing Officer the name of any official or employee who fails to return or to account in a satisfactory manner for books withdrawn. The Disbursing Officer is instructed, upon receipt of such notice from the Librarian, to withhold the pay of such officer or employee, and to report the matter to the Secretary.

JAMES WILSON,
Secretary.

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